

ADMINISTRATIVE INTERNAL USE ONLY

MEMORANDUM FOR: Chairman, Senior Secretarial Career Service Panel

FROM : LESLIE C. DIRKS
Head, R Career Service

SUBJECT : Responsibilities of the Senior Secretarial Career Service Panel

REFERENCE : Directorate of Science and Technology General Notice Number 217, dated July 1978

1. (U) Reference notice announced the establishment of the DDS&T Senior Secretarial Career Service Panel (SSCSP) effective 15 May 1978 and stated that the SSCSP would oversee the career management, development, competitive evaluation, ranking, promotion and assignment of all senior secretaries GS-8 and above in the R Career Service.

2. (U) In order to assure that the SSCSP fulfills the directives issued by the DDCI in his memorandum of 13 April 1978 [redacted] dated 18 May 1978, I direct that the SSCSP assume the following specific responsibilities:

a. Competitively evaluate and rank all senior secretaries annually in accordance with Agency policy and procedures and as outlined in the DDS&T Personnel Handbook and the DDS&T Clerical Evaluation Program.

b. Prepare a rank order list of employees based on level of performance and potential for advancement and from that list identify the numerical low three percent. Submit a list of those ranked in the numerical low three percent along with recommendations to the independent DDS&T Review Panel for review and further action as appropriate.

What does this mean -

c. ^{Review} Consider each recommendation for promotion of a secretary to Grade GS-8 and above and ~~register approval or disapproval.~~

d. Recommend candidates for rotational assignments, membership on advisory boards and task forces, and major training activities.

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e. Assess the qualifications of all applications for senior secretarial vacancies and nominate the most suitable candidates for the supervisor's selection. Applicants will be at grades two levels below that of the position or at the level of the position to be filled.

f. Assist in the career management of senior secretaries ~~as requested~~ by providing information and counseling relative to reassignment, advancement and training.

g. Provide a forum for the discussion of issues and problems affecting DDS&T senior secretaries and make recommendations to the DDS&T.

3. (U) In addition to meeting annually to competitively evaluate and rank employees under the Panel's jurisdiction, the SSCSP will meet at the call of the Chairman to discuss and recommend actions, as appropriate, on other aspects of the career management process.

4. (A-IUO) Implementation of the Panel's findings and recommendations will be subject to the approval of the SSCSP Minutes by the Head of the R Career Service with one exception as set forth in [] dated 18 May 1978, which states that rankings and recommendations for promotion made by an evaluation panel can only be changed by the Director. However, as Head of the R Career Service, I will continue to exercise my right to present any personnel issue to the Director as I see fit.

LESLIE C. DIRKS